

# CEA



## CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**DEPARTMENT:** Department of Corrections and Rehabilitation

**POSITION:** Chief, Headquarters Operations  
Office of Internal Affairs  
CEA Level 3

**FINAL FILING DATE:** June 16, 2010

**SALARY RANGE:** \$8,594 - \$10,123\*

**\*\*PENDING CONTROL AGENCIES' APPROVAL\*\***

### DUTIES/RESPONSIBILITIES:

The Chief, Headquarters Operations manages and directs the Department's internal affairs headquarters investigations programs including Medical Care Intake, Medical Investigations, Deadly Force and Retaliation Investigation programs, and provides for centralized oversight of those investigations conducted in conjunction with departmental hiring authorities located within Headquarters. The Chief is responsible for general oversight, direction, evaluation, and coordination of the Department's Deadly Force Review Board, Central Intake Unit, Special Investigations Unit, Workers Compensation Fraud Investigations Unit, Computer Forensics Unit, Information Technology Unit, and Administrative Services Unit.

The Chief is also responsible for the ongoing implementation and monitoring of specific reforms to the California Department of Corrections and Rehabilitation (CDCR) investigative and disciplinary policies, processes, and procedures, as mandated by the federal lawsuit *Madrid v. Schwarzenegger*. The *Madrid* reforms included the reorganization of the Office of Internal Affairs (OIA), with the establishment of a Central Intake Unit to assess and monitor employee investigations, and the

development of a comprehensive computerized case management system (CMS) to track and monitor investigation progress, maintain statutes, and extract statistical information.

The Chief is the principal policy maker, working with departmental stakeholders to evaluate, develop, and modify system-wide policies and procedures within acceptable law enforcement industry standards and in compliance with all laws, rules, and regulations of the Department Operations Manual, Penal Codes, labor agreements, the State Personnel Board, and the Department of Personnel Administration, and *Madrid* mandates.

The Chief oversees the functions of the Administrative Support Unit which include Budgets, Personnel, Payroll, Accounting, Training, and Contracts.

Duties include, but are not limited to:

- Ensure ongoing compliance with *Madrid* mandates through formulation and implementation of policies and procedures to maintain consistent evaluation of allegations of employee misconduct, appropriate assignment of cases, standardization of investigative procedures pursuant to law enforcement industry standards, timeliness of statutes of limitation, enforcement of mandated training to all agents, and reporting on and accounting for the status, findings, and outcomes of all OIA investigations.
- Fiscal oversight of OIA's operational budget, including the Headquarters office and the three Regional Internal Affairs offices. Deny and/or approve requests for equipment allocations and expenditures, in-service/out-service training requests, and personnel actions (reclassifying, filling vacant positions, etc.) Advise and recommend to the Assistant Secretary the implementation of fiscal constraints necessary to control personnel and operating expenses to maintain a balanced budget and ensure budgetary funding availability to carry out the investigative process. Direct the implementation of approved fiscal constraints, and through review and approval of proposed expenditures and hiring, ensure compliance with approved constraints. Advise and inform the Assistant Secretary of potential impacts to program operations that compromise OIA's ability to maintain staffing levels that ensure investigations are processed and completed in compliance with *Madrid*.
- Supervision of two Special Agents-in-Charge and exercise authority over 52 office staff dedicated to OIA's headquarters investigations programs including Medical Care Intake, Medical Investigations, Deadly Force and Retaliation Investigation Program, Central Intake Unit, Special Investigations Unit, Workers Compensation Fraud Investigations Unit, Computer Forensics Unit, Information Technology Unit, and Administrative Services Unit.
- Serve as a top advisor to Department management on employee investigation issues; oversee investigations into allegations of employee misconduct, administrative, criminal and discrimination related issues. Update the Deputy Secretary of Internal Affairs on matters for outside investigation as well as criminal prosecution. Provide general oversight and coordination of the Department's Deadly Force Investigative Team and Deadly Force Review Board.

- Establish guidelines, priorities and management systems to ensure an efficient and effective investigative operation; develop policies and procedures as they relate to employee misconduct investigations; evaluate the impact of laws, rules and court decisions on the investigative process; and, identify and recommend changes to departmental policies which may contribute to situations where misconduct has occurred.
- Oversee the OIA training program and availability of training to meet industry standards and maintain system-wide compliance with the *Madrid* lawsuit, Penal Code, and CDCR policy.
- Develop indicators for and identify high risk employees, institutions and program areas within the Department; apprise Department management of potential legal liabilities incurred as a result of inconsistent and/or inappropriate application of laws, policies, procedures, etc.; testify in state and federal court and before the Legislature regarding the Department's internal affairs process; identify proposed changes in MOU's, laws and rules relative to employee misconduct, internal affairs and retaliation investigations.
- Participate in the development, implementation and evaluation of the departmental strategic and operational plans; serve as liaison to and maintain effective working relationships with federal, state and local law enforcement and prosecutorial agencies.

#### **MINIMUM QUALIFICATIONS:**

Applicants must meet the following minimum qualifications:

##### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

##### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code Section 18990.

##### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

##### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

## **KNOWLEDGE AND ABILITIES:**

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's Equal Employment Opportunity Program objectives; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion; and for maintaining a work environment that is free of discrimination and harassment.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

These abilities and knowledge are expected to be obtained from the following kinds of experience: from paid or volunteer assignments; in State service; in other government settings; or in a private organization.

**The Chief, Headquarters Operations, Office of Internal Affairs, CEA Level 3 is a peace officer position; therefore, applicants are subject to meeting all requirements for a peace officer.**

## **PEACE OFFICER REQUIREMENTS:**

**Citizenship Requirement:** Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

**Felony Disqualification:** Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section

1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

**Firearm Conviction Disqualification:** Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State, or Federal Laws is ineligible for appointment to any position in this classification.

**Age Limitation – minimum age for appointment:** 21 years (Applicants must state birth date on application).

**Background Investigation:** Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections or California Youth Authority background investigation may be required to undergo only a partial background investigation.

**Medical Requirement:** Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

**Training Requirements:** Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

#### **DESIRABLE QUALIFICATIONS:**

1. Demonstrated leadership, flexibility, and judgment in managerial and program administration, budget management, and accountability necessary to perform in the capacity of a Chief.
2. Experience and knowledge in law enforcement and investigation operations; in all aspects of the investigative process; and the applicable rules, laws, and regulations.
3. Experience and knowledge in specific law enforcement internal affairs investigative processes such as Government Code (GC) Section 3300 (Peace Officers' Bill of Rights), GC 3500 (Meyers-Millias-Brown Act) and collective bargaining issues related to investigation of public employees, *Madrid* and *Plata* federal court reforms for the Department of Corrections and Rehabilitation's internal affairs investigation and discipline process, and Use-of-Force doctrines inside penal institutions and in the public domain.
4. Experience in providing executive level advice and consultation to statewide and local governmental officials regarding the internal affairs investigative process.
5. Ability to develop cooperative working relationships; communicate effectively, both orally and in writing; and represent the Department with federal, state, and local law enforcement and criminal

justice agencies, to develop policies, procedures, and programs affecting law enforcement, departmental security, and investigations involving inmates, wards, and departmental employees.

6. Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff; knowledge of appropriate techniques in the areas of establishing partnerships, customer service, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing to and achieving an equal employment opportunity workplace.
7. Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.
8. Demonstrated broad administrative or program manager experience with substantial participation in the formulation, implementation, operation, and/or evaluation of program policies and procedures in areas related to, but not limited to, law enforcement, departmental security and investigations involving inmates, wards and departmental employees.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Department of Corrections, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Regional Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

#### **EXAMINATION INFORMATION:**

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience with job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. **You must provide specific examples.** The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. In the Statement of Qualifications, the desirable qualifications **MUST** be addressed and numbered in the same order as is listed. It should not exceed four pages in length or be less than size 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS**

**WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

Information regarding the completion of a "Statement of Qualifications" may be obtained via the CDCR internet website at:

[www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Exams\\_Executive/index.html](http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Executive/index.html)

**USE AND APPLICATION OF EXAMINATION PROCESS:** The results of this examination will be used solely to fill the Chief, Headquarters Operations, Office of Internal Affairs, CEA Level 3 vacancy. For further information regarding this position, please contact Caleen Allen at (916) 327-8017.

**FILING INSTRUCTIONS:**

A Standard State Application (Form 678), resume, and Statement of Qualifications must be submitted and postmarked by June 16, 2010 to Caleen Allen, Office of Executive Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for the Office of Executive Appointments.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

**GENERAL INFORMATION:**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this examination and all candidates who pass will be ranked according to their scores.

The California Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

***\*The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of***

***employment. The pay differential does become subject to PERS retirement provisions beginning the 13<sup>th</sup> month of consecutive employment.***

**DEPARTMENT OF CORRECTIONS AND REHABILITATION**

*Vision: With our partners, we protect the public from crime and victimization.*

*Mission: We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.*